UNITED
NATIONS

ST

Secretariat

ST/IC/1996/50
6 August 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1996 COMPETITIVE EXAMINATION FOR ENGLISH LANGUAGE TEACHERS

1. A competitive examination for the recruitment of English language teachers will be held on 25 October 1996 at United Nations Headquarters, in New York. The purpose of this examination is to establish a roster from which future vacancies for English language teachers in the English programme of the Training Service of the Office of Human Resources Management at Headquarters will be filled.

2. Full-time English teachers with the United Nations must teach an average of 15 course hours per week and devote an equivalent number of work-hours (an average of 15) to course preparation and correcting students' work. In addition, each full-time English teacher is assigned six hours of teaching and training-related work per week. This work involves tasks such as the drafting and updating of teaching and training materials and examinations, the preparation, administration and evaluation of language proficiency examinations, the design of specialized courses and communication courses, consultations with students and participation in meetings and seminars. The teacher is also expected to carry out other training activities whenever called upon to do so.

3. The examination is open to all staff members of the Secretariat, including those in the General Service and related categories, working at Headquarters and to other qualified persons, including English teachers who are working part-time at Headquarters. Part-time English teachers are considered external candidates. Staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are also considered external candidates for the purpose of this examination.

4. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

(b) Hold an advanced university degree (Masters) in applied linguistics, linguistics, language teaching, languages or a similar field;

(c) Have at least five years' recent and consecutive experience within the last eight years teaching English as a second or foreign language to adults, preferably in a professional setting;

(d) Have word-processing skills.

Experience using video, computers and/or multimedia to teach English is highly desirable. Knowledge of other official languages is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course must have passed the United Nations language proficiency examination in that language. Candidates who have not attended United Nations language courses must substantiate their claims to knowledge of those languages by attaching to their application a photocopy (not the original) of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of those languages.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination consists of the following three parts:

Part 1. Essay questions on modern language teaching methodology, communication skills and writing skills training, preparation of teaching material, and the use of technology for language teaching (2 hours);

Part 2. Knowledge of English language syntax and usage (30 minutes);

Part 3. Several practical problems and a lesson plan (1 hour and 30 minutes).

The use of reference material is NOT permitted during the examination.

7. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to the second phase of the examination, which will, in principle, take place six to eight weeks after the written papers and will consist of the candidates' teaching a class before the Board of Examiners. The Board of Examiners will review their observations and discuss them with each of the candidates. The Board will then interview each candidate to assess general interests, professional experience, knowledge of the United Nations and ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should NOT assume that they will be offered a teaching assignment.

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8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board does NOT release individual results.

9. Additional information on the salary scales for language teachers at Headquarters is contained in information circular ST/IC/1996/13 of 21 February 1996.

10. Staff members who wish to apply for the examination should complete the attached form and submit it, NOT LATER THAN 20 September 1996, to:

Competitive Examination for English Language Teachers
Room DC1-200
Cluster VI, Operational Services Division
Office of Human Resources Management
United Nations Secretariat
New York, N.Y. 10017

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1996 COMPETITIVE EXAMINATION FOR ENGLISH LANGUAGE TEACHERS

INDEX NO. 1/ /_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 2/ _____ Duty station: _____

Room No. _____ Extension _____ Fax No. _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s): _____

What is your main language? 3/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. University degree or equivalent or post-secondary educational qualifications 4/

| Name of institution (Place and country) | Language of instruction | Attended from/to month/year | month/year | Degree 4/ or equivalent | Main field of study |
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B. Describe work experience (giving dates and duration) in English language teaching, curriculum development, and communication skills training.

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(B. continued)

C. Indicate your experience (if any) in working with multimedia, video and/or computer-assisted language learning technology.

D. Knowledge of other languages 5/

| Language(s) | United Nations language programme (indicate highest level and date) | Courses taken at other institution (name and location) |
|---|---|---|
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E. Indicate your ability in each of the languages mentioned above

| | Read | | Understand | | Speak | | Write | |
|---|---|---|---|---|---|---|---|---|
| Language | Easily | Not easily | Easily | Not easily | Fluently | Not fluently | Easily | Not easily |
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I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

## Notes

1/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

2/ Please indicate department/office, e.g., OCSS, ECE, UNOG, UNOV or other (specify).

3/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

4/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

5/ In accordance with paragraph 4 of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.

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